



Chicago Metropolitan Agency for Planning

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Policy & Programming Transportation Improvement Program (TIP) Intern (TIP2017) February 3, 2017

Job Category: Transportation Improvement Program (TIP) Intern
Experience Required: Current enrollment in an undergraduate or graduate program
Salary Range: Undergraduate \$12.00 per hour, Graduate \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking an intern to assist with entry-level duties in the field of Transportation Programming. CMAP is the official regional planning organization for the seven northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides implementation of metropolitan Chicago's comprehensive regional plan, GO TO 2040, and has begun development of the region's next comprehensive plan, ON TO 2050. The ON TO 2050 regional plan will establish coordinated strategies to help the region's seven counties and 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

Position Description

The intern will be responsible for providing assistance in collecting and analyzing project data to support CMAP's transportation program management activities.

Essential Functions

- Assist with documentation of core decisions in development of the transportation planning process.
- Analyze transportation project expenditures to assess trends in project delays and cost changes.
- Assist with development of materials for certification review.
- Other responsibilities as directed by supervisor.

Knowledge, Skills, and Abilities

- Applicants should have a working knowledge of common operating systems and software applications including Windows 7 and Microsoft Office with a focus on Microsoft Excel.
- Proficiency in reading, writing, and communication among team members is required. Basic database knowledge (particularly Microsoft Access and SQL) is desired, but not required.

Education and/ or Experience

- Applicants must be entering their junior or senior year in spring, 2017. Graduate applicants are expected to complete their programs in 2018 or 2019.
- Current enrollment in a Bachelor or Masters' degree program in Public Administration, Urban Planning, or Civil Engineering is recommended.
- It is important that applicants have a general understanding of personal computers, database systems, and Microsoft Office software.

While the intern will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

Internship Timeframe

Depending on the student's availability, this is a full-time summer position beginning in May or June 2017. It could potentially continue into the 2017-18 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

Contact Information

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (TIP2017)**.

Posting End Date

This posting will close on March 3, 2017 at 5:00pm CDT. All applications must be completed and submitted within the 30-day timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.